

**Job Summary:**

Provides diverse development and marketing/community relations support for Communities In Schools of Kalamazoo (CIS) in an independent setting to assure the long-term sustainability of the organization. Primary duties include providing support for all functions of a comprehensive development program, including donor stewardship and maintenance of donor database, as well as supporting marketing/community relations efforts to increase awareness of CIS and engage the community in CIS' mission.

**Essential Functions/Responsibilities**

Manage the donor database, ensuring accurate and robust records, including tracking routine information on current and prospective donors from a variety of sources, e.g. obituaries, newspaper, press releases, etc. Extract, organize, and analyze data from database for reporting purposes, targeted mailing lists, etc. (CIS is currently using Raisers Edge.)

Support the planning, coordination, and implementation of assigned internal and external events that raise funds for and awareness of CIS of Kalamazoo and its mission, including CIS' annual Champs Celebration and a variety of other donor and outreach events (site visits, etc.)

Support the preparation and execution of assigned donor communications by writing, proofing, editing and coordinating assigned donor communications, e.g. gift acknowledgments, invitations, newsletters, appeals, etc.

Assist in coordinating preparation and mailing of written communication, including mass e-mails, newsletters, appeals and marketing support materials to targeted and segmented constituent group; design these materials in-house in conformity with CIS graphics standards

Manage CIS' website; lead social media updates (Twitter, Facebook, blog posts, etc.)

Represent CIS at assigned meetings, events as needed

Assist with researching, writing, and submitting grant proposals as needed

**Qualifications:**

Bachelor's degree in marketing, communications, creative writing, English, or related area.  
Previous experience in development, marketing or related area strongly preferred

Previous experience producing materials for public consumption, including layout, design, and copy-writing. Experience with Adobe Creative Suite applications strongly preferred.

Proficient in donor database system, preferably Raisers Edge

Previous experience with social media

Strong project management skills with ability to work independently with limited supervision, meet deadlines, anticipate quickly changing needs, and exercise good judgment

Demonstrates exceptional organizational abilities including prioritizing among multiple tasks, maintaining an effective work-flow across a week, month or other period. Able to function independently in a setting where other staff is in and out and not always immediately available

Excellent written, oral, and interpersonal communication skills. Ability to function as a member of a team and interact with various stakeholders. Excellent command of the English language, including speaking, writing, grammar, spelling, etc.

Interacts effectively over the telephone, face-to-face or via email with a variety of CIS stakeholders including students, families, Board members, businesses, donors, etc. Strong customer service orientation and the ability to form trusting, productive relationships with a wide range of constituents.

Excellent computer skills and software knowledge including Microsoft Word, Excel, Outlook.

Exhibits a commitment to the values expressed in CIS mission and vision and creates and maintains a positive CIS image.

Demonstrates the ability to interact in a positive and helpful manner with all customers both internally and externally. Reflects commitment to building a supportive work environment and maintains a positive attitude at the work place and toward his/her job. Demonstrates strong teamwork knowledge and behavior.

**The above is intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements.**